

Volunteer Role Description

Role Title	Volunteer Podiatry support
Purpose of the role	To support Podiatry Foot Protection Service
Where	Cantley Health Centre Middleham Road Cantley Doncaster DN4 6ED TEL: 0300 0211 550
When	To be agreed with the Applicant and Supervisor of the service area Minimum commitment of 4 hours (2 sessions min)
Tasks to be undertaken	<p><u>The volunteer is required to work within the list of tasks identified as follows:</u></p> <p>Support patients with completing service evaluation questionnaire Guide patients to and from the clinical room for their appointments Assist the clinical staff with fetching stock such as dressings, antibiotics, equipment needed for them to carry out patient care. Empty clean instrument sets from boxes into cupboard Put sealed used instrument trays into blue transport box in preparation for return to sterile services. Stock date check, unpack stock. Clean podiatry unit drawers, tidy clinic rooms under guidance- help set clinic rooms up for morning and tidy up at end of day. Wipe down couch, unit, other surfaces between patients, sweep up as required. Collect printing from secure printer Assist in review of service provision, information leaflets, referral form, take part in interviews of new staff to the department Laminating, support admin with folding letters, collect post from reception.</p> <p>Potentially - inputting data on PASCOR (patient NHS number, DOB, gender, where referral was from)</p>
Tasks not to be undertaken	Assisting with writing records, no hands-on patient care, no heavy lifting, no cleaning of MSK lab.
Skills, Attitudes and Experience needed	<ul style="list-style-type: none"> • To be punctual and reliable • Good listening skills with a warm, friendly and professional approach. • To adhere to the dress code for the area in which they volunteer. To aid recognition by staff, patients, service users and visitors you must wear your ID badge at all times. • Be able to work as a member of a team. • To behave professionally and treat others with dignity and respect at all times and adhere to the principles of the Trusts Equality and Diversity Policy
Training	<ul style="list-style-type: none"> • Trust Induction and annual mandatory and statutory training • Training specific to the role (i.e. Food Safety and Awareness Training) • Additional training available through wider Trust and Volunteer service.

Risk Assessment	<ul style="list-style-type: none"> • Service to undertake the volunteer risk assessment at least annually, and / or in accordance with any changes as required (i.e. environmental changes)
Support / Supervision	<ul style="list-style-type: none"> • Day to day supervisor: Title. Depending on the nature of the volunteer role and the supervisory needs of the volunteer, the nature of the supervisory relationship may range from day to day oversight of the work, along with availability of the supervisor for advice, to some level of formal supervision, • Responsible Manager of service area: Title Team Leaders Susan Batley Jessica Chan Anna Sapey/ Title Service Manager Tracey Wheeler • Peer Supervision: to be provided on request via Volunteer Coordinator
Expenses and Recognition	<ul style="list-style-type: none"> • Reimburse the cost of travelling expenses to and from the volunteer role area • Volunteers are entitled to claim all out of pocket expenses • Annual volunteers celebration
How to apply / what happens next	Please apply through trac or NHS Jobs or call volunteer coordinator or service area.
Created, by whom	<ul style="list-style-type: none"> • Day to day supervisor: TBC • Responsible Manager: Title Tracey Wheeler • Volunteers Coordinator <p>Date: 8-4-24</p>